DOCUMENT RESUME

ED 465 408 JC 020 439

TITLE	Whitireia Community Polytechnic Annual Report, 2000.
INSTITUTION	Whitireia Community Polytechnic, Porirua (New Zealand).
PUB DATE	2001-00-00
NOTE	57p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	College Faculty; Community Colleges; Diversity (Institutional); *Employer Attitudes; Foreign Countries; Job Training; *Maori (People); Minority Groups; *Outcomes of Education; *Participant Satisfaction; Program Evaluation; *School Effectiveness; Student Attitudes; Technical Institutes; Two Year Colleges
IDENTIFIERS	*New Zealand

ABSTRACT

This annual report addresses the key achievements of and financial and service performance evaluations for Whitireia Community Polytechnic (New Zealand) for the year 2000. One key achievement highlighted in the report included the target student completion rate being 76%, while the actual completion rate was 83%. Every program was surveyed for student satisfaction--of 4,274 students, 1,259 responded. Student satisfaction with the overall program was 86%, with standard of teaching 82%, and with content 90%. Employer satisfaction rates with employees trained at Whitireia show that of the 40 employers (60%) who responded to the questionnaire, 100% were satisfied with their employees' attitudes, and 92% were satisfied with their employees' levels of skill. Whitireia's target for staff development participation was 95%, while 100% of allied staff actually undertook at least two days equivalent of work-related training and development, and 100% of tutorial staff undertook at least ten days. The report also addresses Whitireia's role in meeting its obligations regarding the Treaty of Waitangi and the needs of the Maori. The report determined that 83% of full-time programs offered have consideration of the Treaty appropriately integrated into the program, and that approximately 340 Maori students successfully completed full-time programs of study. Appended are sections relating to the following topics: Special Supplementary Grant; Program Advisory Committees; and Graduates. (NB)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 465 408

Whitireia Community Polytechnic
Annual Report 2000

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.
Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

R. Churchman

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Whitireia Community Polytechnic
Wineera Drive, Private Bag
Porirua
New Zealand

TC020439

BEST COPY AVAILABLE

TABLE OF CONTENTS

Foreword – Council Chairperson 2

Chief Executive's Report 4

Statement of Purpose, Values and Goals 8

Council Composition 9

Summary of Key Achievements 10

Service Performance Statements

- Summary Statement of Service Performance 11
- Education Programmes Performance 22
- Performance Measures Definitions 25

Financial Statements

- Statement of Accounting Policies 26
- Statement of Financial Performance 30
- Statement of Movement in Equity 31
- Statement of Financial Position 32
- Statement of Cash Flows 33
- Reconciliation of the Net Surplus on Operations with the Net Cash Flows from Operating Activities 34
- Statement of Commitments 35
- Statement of Contingent Liabilities 36
- Notes to the Financial Statements 37
- Management Statement 44
- Report of the Audit Office 45

Appendices

Appendix 1	Special Supplementary Grant
Appendix 2	Programme Advisory Committees
Appendix 3	Graduates

FOREWORD – COUNCIL CHAIRPERSON

Each year presents new challenges in the Tertiary Education Sector and 2000 has had more than its share for Whitireia Community Polytechnic. Some significant policy changes from Government, Polytechnics wanting to become Universities and also mergers within the sector. The student loan difficulties at the start of the year created unnecessary problems at a time when students were to benefit from removal of interest costs on these loans during training.

Through these changes Whitireia has maintained its focus on providing vocational education that meets the needs of our community and of our students. This clear understanding of goals has seen us strengthen ties with business groups within the community. Although growth in student numbers is only one measure of success, it is one that points clearly to student demand for our organization and during this year our growth of 8.3% is understated in that government-initiated changes to how we report our EFTS resulted in a once only reduction of 2.0%.

During the year we have seen significant changes in the focus and style of our marketing. These changes help to reflect our profile within the community and will ensure that our community is aware of the wide range of skills and vocational training that we are able to contribute through our three Campuses. Added to this are the stronger ties that we continue to build with Business and Local Councils. Together we are creating very strong relationships that will serve our Community and its students well over the next few years.

It is increasingly obvious that the development and promotion of new programmes along with the continual refinement and in several cases culling of existing programs is essential to meet ongoing student needs.

The delivery of programs is also taking greater importance with the need to ensure that we provide training at times that suit the varying needs of our students. This year saw the start of our second degree programme, Bachelor of Information Technology, and this is part of our strategy of vertical integration where we have strong growth in our associated shorter courses. This course was developed like all of our courses to meet the needs of our students and it confirms that vocational training is applicable at all levels of education.

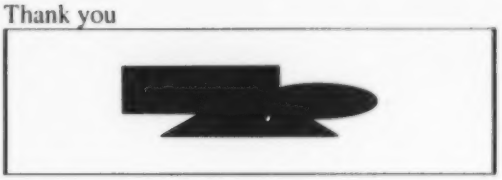
Early in the year the sudden and unexpected death of Ihakara Arthur, Kaumātua of Whitireia Community Polytechnic, was a great loss to the Polytechnic and to our wider Community. Ihakara was a strong man, a man of great passion who had earned and held the respect of our many students and staff. Ihakara made a contribution that will never be forgotten and has helped establish the strong base that we are currently growing on. On behalf of Whitireia I wish to once again thank his direct family and many friends whose support allowed him the time to give so much of himself to Whitireia Community Polytechnic.

Perhaps it would be appropriate to remind members of our community that our councilors really are representatives of each of you as owners of our Polytechnic. It is on your behalf that we take responsibility for the performance, strategies and student satisfaction and vocational success that we provide. Our Register of Interest is a list of people and organisations that have expressed an interest in our Polytechnic and you may be included in this list by writing to the Chief Executive. Our Program Advisory Committees help to ensure community input into our 90 full-time programmes, to make sure they are relevant and focused. As an organisation we invite and encourage community participation through several different processes. To all those that help in so many ways I wish to thank you and encourage you to continue.

Once again my special thanks to my fellow Councilors at Whitireia, to Deputy Chair Margaret Faulkner for her knowledge and wise advice, to Chief Executive Deirdre Dale, and to our many staff and those members of our community who together contribute in so many ways to our ongoing success.

I commend students on their efforts during 2000, congratulate those who have graduated from their course and encourage our past students to promote to others the value and pride that are associated with attending one of the three Campuses of Whitireia Community Polytechnic.

Thank you



Chris Kirk-Burnnand
Chairperson

CHIEF EXECUTIVE'S REPORT

Tēnā koutou katoa, Talofa lava, Kia orana, Taloha ni, Fakalofa lahi atu, Malo lelei, Bula Vinaka, Greetings

First and foremost, I acknowledge with much appreciation the top quality work and effort of all staff in ensuring that the year 2000, despite difficulties with changes in government funding requirements and generally flat enrolments across the country, was, in fact, for Whitireia again another very successful year.

Significant achievements

It has been a year of further growth; a year of continuing sound financial and business management; and a year of innovative education developments to meet the learning needs of our communities

In the year 2000 there were 4,274 students enrolled at Whitireia representing a 5% growth in Ministry of Education funded students and 8% increase in the total number of equivalent full time students.

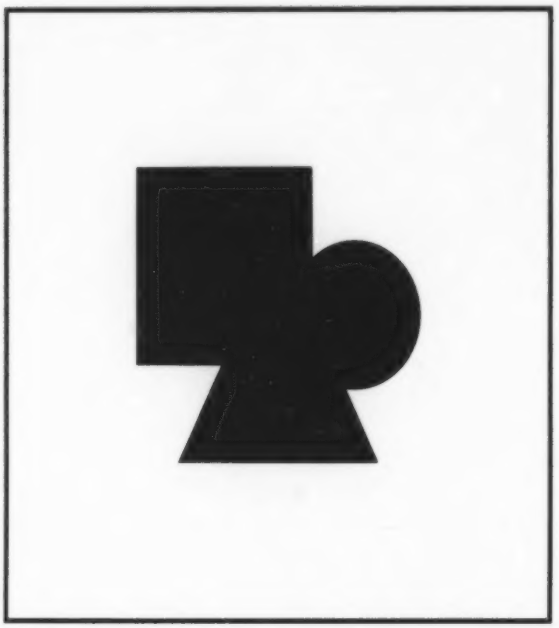
New programmes/courses delivered were: Bachelor of Information Technology, Certificates in Photography, Signmaking, Care of the Terminally Ill, Basic Manufacturing (Telecommunications), and Community Computing.

In the financial area, the 2% operating surplus was a reasonable result in the current climate and together with the Internal Audit review of strategic asset management keeps us well on the path to maintaining long-term financial viability.

Hosting the APNZ conference for the first time gave us the opportunity to showcase Whitireia's culture and achievements. The work of organising the conference and presenting Whitireia was, as so often with Whitireia activities, shared by many willing hands.

Academic Quality indicators

A major focus for academic quality over the year has seen the successful completion of our first external academic audit. The audit panel focused



on scrutinising the application of our processes for developing and approving new programmes.

A very positive report commended a number of examples of Good Practice that included the strength of the programme advisory committees with highly qualified members:

- demonstrated ability to respond quickly to industry without compromising quality processes
- useful and innovative partnerships with international and commercial enterprises
- significant initiatives in relation to bi-culturalism.

As a result we are now one of the first group of polytechnics to be authorised to approve new programmes through our own internal Academic Board processes.

Although we only have two degree programmes (and one of those was only in its first year) staff research capabilities continued to develop. Four staff members had research articles published in refereed journals and there were a further nine paper and poster presentations at research conferences.

As might be expected from the staff emphasis on meeting individual student learning needs, student satisfaction with their programmes of study has been maintained at a high level. As usual the highest satisfaction is with the content of the programmes that clearly provide students with the knowledge and skills they need to gain the employment they are seeking.

Reflecting the fall in unemployment levels, the graduate destination survey shows an increase in the number of graduates going directly into employment and an associated decrease in the numbers continuing on to further study.

A follow up survey of employers' views regarding the suitability of Whitireia graduates' skills and knowledge positively endorses the relevance of programme content.

Co-operation and collaboration

At Whitireia we continue to action our commitment to working with other organisations to better serve the education and training needs of our communities.

Over the past year we have engaged with a number of other tertiary education institutions on a variety of cooperative activities, eg with Victoria and Massey Universities; Central and Eastern Institutes of Technology; Hutt Valley, Aoraki and Northland Polytechnics. Discussions on potential collaborative ventures have also begun with the embryonic Wellington Regional Tertiary Education Cluster group.

Various staff have also worked with local industries (for example, in the health sector, manufacturing, and outdoor recreation) to provide appropriate training. A responsive arrangement with the developing local Manufacturing industry saw a new programme speedily organised to assist in meeting their immediate staffing requirements.

We value the relationships with the Porirua City and Kapiti Coast District Councils, and the Porirua Business Development Society which all link us into local economic developments so that Whitireia can contribute to fostering and supporting business and industry initiatives.

Equitable access to tertiary education/community education

Second chance education has always been a major objective at Whitireia to give every person a real chance to develop their talents and abilities to contribute to New Zealand's economic growth and social wellbeing.

The student gender/ethnicity/age profiles (and achievements within these groups) indicate that this objective is still being achieved. There are, however, signs such as a lower enrolment in the Introduction to Higher Learning programme, indicating that the ever-increasing level of fees may be starting to bite.

The reality is that second chance learners need to catch-up on what has not been achieved in earlier education. This costs the student not only another year of their life but also the additional fees burden and associated costs of studying over an extra year for what should really be a basic education entitlement.

Further evidence of the barriers created by high student fees is that where we have managed to offer free courses to the community, specifically for computer skills, the take up has been overwhelming with hundreds of enrolments.

Current moves to document credit transfer arrangements will assist the staircasing process which encourages students to continue their studies to higher levels taking with them full credit for their earlier learning.

Students and staff have also been pleased to be able to help with the Computers in Homes scheme with Cannons Creek Primary School in Porirua East.

Treaty of Waitangi

During 2000, one of the Internal Audits focused on assessing how well Whitireia is meeting its Treaty obligations and how well we are meeting the needs of Māori.

One major recommendation was to develop a clear policy framework to bring together into one area all the various goals, processes and implementation guidelines to assist in meeting Treaty obligations.

The report also recommended that a forum be incorporated into the polytechnic's annual planning processes specifically to evaluate Māori achievement results across the polytechnic and to develop strategies to improve those results.

Achievements during this year have included:

- Formal agreement signed with Ngāti Toa Rangatira as tangata whenua.
- Treaty of Waitangi obligations operationalised throughout the polytechnic's policies and procedures, eg expectation for staff involvement spelled out in every Job Description and for promotion/progression requirements.
- Both Treaty partners represented on key decision-making groups, eg Council management and staff appointment panels.
- Eighty nine staff members completed a Treaty training course during the past three years.
- 83% of full time programmes offered at Whitireia have consideration of the Treaty appropriately integrated into the curriculum.
- Advanced Diploma in Te Reo (Level 6) developed for delivery in 2001.
- Approximately 340 Māori students successfully completed full time programmes of study.

Strategic and Business Planning

The annual Strategic and Business Planning cycle leading into 2001 involved as usual discussions with a wide variety of stakeholders including students, business and industry.

This year focused on ensuring the widest possible participation of staff to gain their input and commitment to the strategic directions. Focus was also on creating a "picture" of what Whitireia's physical appearance would be in ten years time.

Internationalisation

Once again numbers of international students have increased dramatically (increased by 52% to 128 EFTS) and international education delegations have been welcomed from South Africa, from China, from Denmark, and from Malaysia. We enjoy the chance to share education experiences and cultural perspectives.

Our work with Tupou High School in Tonga has been extended to include students studying, under Whitireia's accreditation, for the Certificate in Business Computing as well as those endeavouring to complete the New Zealand Diploma in Business. Different cultures, different education systems and the distant location have presented a number of challenges but Whitireia staff have worked positively with the staff in Tonga to address these.

Two more people were recruited to teach English at Lushan College, Changsha, China and an Asia 2000 grant was used to send a staff member and two Performing Arts students to share cultural performances with students at Lushan.

Flexible delivery options and information technology

Developments during 2000 implementing the five-year strategic plan for the expansion of information technology usage throughout the polytechnic's activities included:

- Online learning platform developed together with *How To Study Online* web pages.
- Mirror site created for Library catalogue to be available externally online.
- Te Reo and Treaty of Waitangi resources available online.
- First student enrolled in London on Nanny online programme.
- Final modules of Forensic Psychiatric Care programme developed for online delivery.
- Hosting (with APNZ) the first e-learning forum for all Polytechnics.
- e-CAT, online tutor training course, developed and delivered.

Conclusion

I am grateful for the continuing opportunity to be part of such a worthwhile and exciting enterprise as Whitireia and I thank, particularly, Chris Kirk-Burnnand and Margaret Faulkner (Chair and Deputy Chair of Council), and Paul Bryant, Val Collins, Bruce Miller and Jeanette Page (senior management) for all their work and their unfailing support and encouragement.

Kia ora koutou katoa

Deirdre Dale
Chief Executive

STATEMENT OF PURPOSE AND VALUES

Purpose Statement

"A polytechnic is characterised by a wide diversity of continuing education, including vocational training, that contributes to the maintenance, advancement and dissemination of knowledge and expertise and promotes community learning, and by research, particularly applied and technological research, that aids development." (Education Amendment Act, 1990).

Mission Statement

Whitireia Community Polytechnic's mission is to provide excellent education and training opportunities for individuals to develop their talents and abilities to contribute to the social wellbeing and economic success of society.

Whakatauki

Te manu e kai ana i te miro,
nōna te ngāhere.
Engari te manu e kai ana i te mātauranga,
nōna te ao.

The bird that eats of the miro berry,
owns the forest
But the bird that eats of education,
owns the world

Values Statement

Council and staff are committed to the following values:

Integrity	Maintaining the highest ethical standards and permitting public scrutiny to ensure the maintenance of those standards.
Accountability	Monitoring and reporting on the maintenance of educational quality standards and on the responsible use of public resources.
Equity	Providing significant learning, power sharing and success for those who have lacked such opportunities.
Identity	Creating an environment where people feel they belong because their uniqueness is valued and promoted.
Responsiveness	Being flexible, creative and open to change, to better meet individual, community and industry needs.
Manaaki	Encouraging the sharing of views, learning and resources, where individual self-esteem (mana) and group harmony results from caring about and supporting each other.
Success	Being an effective organisation which leads in the field, demonstrating a clear sense of purpose and striving for excellence.

COUNCIL COMPOSITION

Aka Arthur
Ngāti Toa

Deirdre Dale
Whitireia Community Polytechnic

Lew Davidson
New Zealand Employers Federation

Flash Dunkerton
Student Association

Denise Evans
Ministerial Appointee

Margaret Faulkner
New Zealand Nurses Association

Charles To'o
Allied Staff (to 26 April 2000)

Moana Hilliard
Allied Staff (from 26 July 2000)

Mark Holland
Ministerial Appointee

Chris Kirk-Burnnand
Ministerial Appointee

Jan Reid
Kapiti Tertiary Education Advisory Committee

Lynne Renouf
New Zealand Council of Trade Unions

David Stanley
Porirua City Council

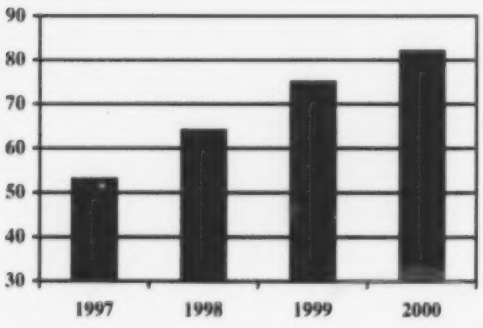
Taukiri Thomason
Māori Women's Welfare League

Nick Wempe
Tutorial Staff

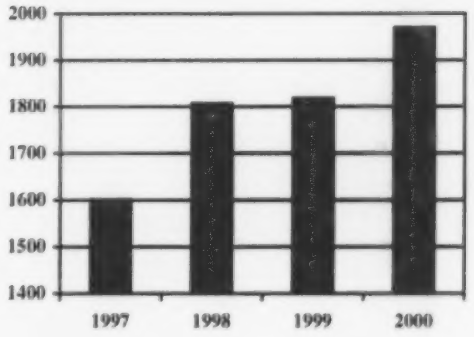
2000 KEY ACHIEVEMENTS - SUMMARY

Institutional Growth

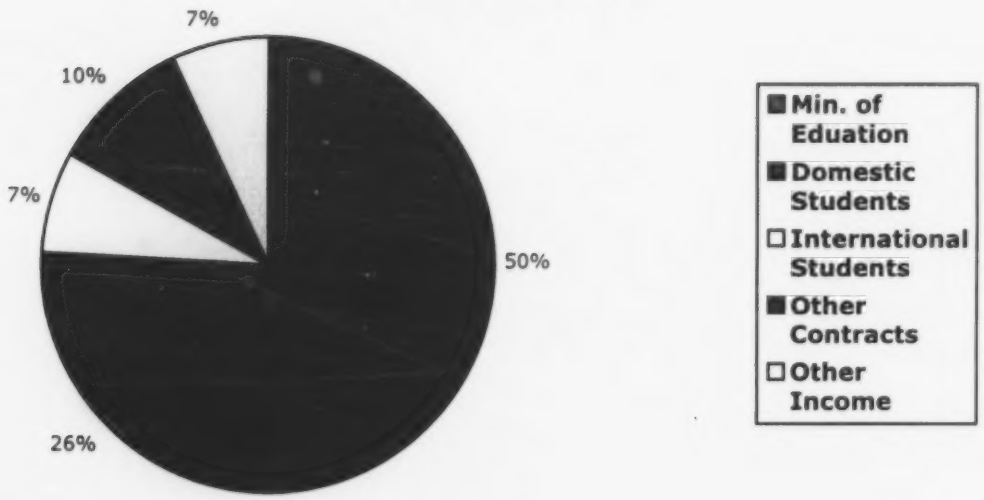
Number of Full-Time Programmes



Equivalent Full-Time Students



Source of Funds



Graduate Performance

Student Completion Rate:

Target	76%
Actual	83%

Graduate Destination:

Moved to employment	67%
Further education	16%
Other outcomes	17%

Employer Satisfaction with Graduates:

Level of Skills	92%
Level of knowledge	95%
Relevance of Qualification	89%

Programme Quality

Student Satisfaction with:

Overall Programme	86%
Standard of Teaching	82%
Useful Content	90%

All programmes have NZQA/NZPPC/ Academic Board Approval/Accreditation

All programmes are guided by Industry Advisory Committees

STATEMENT OF SERVICE PERFORMANCE

OVER-RIDING GOAL

As a Crown Agent, Whitireia Community Polytechnic will action the partnership between Tangata Whenua and the Crown.

Objective 1	Performance		
That the Treaty of Waitangi partnership will be represented in the membership of every decision-making body.	Membership of Council, Directorate, Management Forum, Academic Board and staff selection panels all include at least one Tangata Whenua member.	Council Directorate Management Forum Academic Board Staff Selection Panels	3 1 4 4 1

GOAL 1

To extend the range, relevance and quality of learning opportunities offered to students to enhance their potential, particularly for employment locally, nationally and internationally.

Objective 1	Performance
That 86% of students are satisfied or very satisfied with the quality of their overall learning.	Every programme was surveyed with all students attending classes on the two surveyed days completing the survey forms. A total of 1259 students responded. A student satisfaction rating protocol was used with four response choices ranging from "very satisfied" to "very dissatisfied". The target for satisfaction for each area evaluated was set at 86%. This target was exceeded for Useful Content and Overall Programme Satisfaction. There were 14 programmes out of the total 58 surveyed where overall dissatisfaction, ie. students stating that they were "dissatisfied" or "very dissatisfied", was higher than 10% and recorded by more than two students in that programme. Explanations from staff highlighted factors which were then addressed to ensure improvements in 2001.

	Satisfied or Very Satisfied		Comparable Results	
	2000		1999	1998
	Actual	Target		
Well Organised	80%	86%	81%	84%
Content Useful	90%	86%	92%	91%
Way of Teaching (Made me keen to learn)	83%	86%	84%	84%
Clear Content Information	83%	86%	86%	86%
Work Assignments (Made me keen to learn)	79%	86%	81%	80%
Helpful Feedback on Work	82%	86%	85%	83%
Standard of Teaching	82%	86%	86%	87%
Overall Programme	86%	86%	88%	88%

Table 1: Student Satisfaction with Programmes

Objective 2

That the number of equivalent full-time students is maintained or increased over 1999 levels.

Performance

In 2000, the number of Ministry of Education EFTS achieved was 1,612.01 This represented an increase of 72.67 (4.7%) EFTS over the 1999 Ministry of Education funded figures.

The overall EFTS achieved was 1969.93 and this represented an increase of 151.37 (8.3%) EFTS over 1999 figures.

	2000	1999	1998
	Actual	Actual	Actual
1 Science & Applied Science	41.91	39.86	42.89
2 Arts & Performing Arts	682.95	552.62	507.17
3 Technology	3.60	7.37	6.91
4 Health Professions	186.44	173.67	191.12
5 Business & Law	526.87	565.38	550.15
6 Trades Training	98.47	110.47	112.10
Teacher Education	71.77	89.97	59.17
Sub Total (MOE)	**1,612.01**	**1,539.34**	**1,469.51**
STAR	12.38	17.13	24.56
Skill NZ	72.00	69.90	111.99
International	128.01	84.45	57.12
Other	145.53	107.74	134.03
Total	**1969.93**	**1818.56**	**1,807.20**

Table 2: Actual Equivalent Full-time students (EFTS)

Objective 3	Performance
That a research culture is fostered among staff and that research activity is undertaken to support relevant programmes, as evidenced by publication of at least five research articles.	The Whitireia Community Polytechnic Nursing Journal is a refereed publication and is produced annually. In 2000 7 articles were published, 2 of which were by members of staff. Two other articles were published in a peer-reviewed journal bringing the total of staff publications to four. As well, nine paper/abstracts were published in conference proceedings and two Masterate theses were completed.

Objective 4	Performance
That 100% of programmes are completed at the times specified to students at the beginning of the programme.	The majority of programmes were completed by the dates specified to students at the beginning of their programmes. Two programmes extended their completion dates by one week in negotiations with students. One full-time semester programme was changed when it ran in the second semester. The programme extended from 12 weeks to 20 weeks for the benefit of students who were made aware of this before they enrolled.

Objective 5	Performance
That quality assurance is provided by ensuring that all programmes offered have appropriate approval and accreditation, eg. Academic Board, NZPPC and NZQA.	All programmes of study have the relevant NZQA/NZPPC/Academic Board approval/accreditation and are reviewed every 5 years. The following programmes received approval/accreditation from NZPPC and/or Academic Board in 2000: National Diploma in Visual Arts Advanced Level 7). National Diploma in Visual Arts (Level 6). National Diploma in Visual Arts (Level 4). Diploma in Music (Level 7). Diploma in Professional Writing. Advanced Diploma in Writing. Advanced Diploma in Applied Arts. Diploma in Teaching (Early Childhood Education) – Online learning method. PC Driver's Licence. Certificate in Web site Development and Admin. National Diploma in Reo Māori (Level 6). Certificate in Māori Journalism. Graduate Certificate in Perioperative Nursing. Certificate in Sport and Coaching. Certificate in Sport (Sport Performance). National Certificate in Youth Work /Youth Worker Assistant (Level 3). Certificate in Basic Manufacturing (Telecommunications). National Diploma in Quantity Surveying (Level 5). National Diploma in Architectural Technology (Level 5). Certificate in Carpentry. Advanced Certificate in Travel. Programmes which underwent programme review in 2000 were: Ngā Tapuwae. Introduction to Higher Learning. Certificate in Horticulture and Landscaping. Advanced Certificate in Horticulture and Landscaping. Certificate in Rock, Jazz and Commercial Music. Diploma in Rock, Jazz and Commercial Music. NZ National Nanny Certificate. National Certificate in Support of the Older Person.

Objective 6

That graduates gain employment or continue on to further education and training.

Performance

A postal graduate survey was undertaken six months following the 1999 students' programme completion. The response rate was 33%.

The number of respondents in paid employment was 67% and those undertaking further study was 16%, giving a combined total of 83% (target 82%).

	2000	1999	1998
Response Rate	33%	32%	34%
Employment	67%	63%	58%
Further Education	16%	20%	24%

Table 3: Level of Employment and Further Education of 1999 Graduates

Objective 7

That employers are satisfied with graduate skills.

Performance

A postal survey sought employers' views regarding the suitability of Whitireia Community Polytechnic graduate skills. An employer satisfaction rating protocol was developed with four response choices ranging from "very satisfied" to "very unsatisfied".

A total of 66 questionnaires were mailed to all those employers identified by Whitireia Community Polytechnic graduates and 40 (60%) responses were returned.

Employers were asked for their views on work related factors. Although the number of employers surveyed was small, feedback indicated a high level of satisfaction with Whitireia Community Polytechnic graduates' skills.

	Satisfied or Very Satisfied		
	2000	1999	1998
Relevance of qualification to Work Area	89%	93%	98%
Level of Skills	92%	92%	98%
Level of Knowledge	95%	93%	98%
Ability to work	95%	98%	97%
Attitude to the job	100%	97%	97%
Work Ethics	97%	95%	92%
Work with Minimal Supervision	97%	98%	92%
Work Well as Team Member	98%	95%	95%

Table 4: Employers' Satisfaction with 1999 Graduates' Programmes of Study

GOAL 2

To focus on the success of every student through flexible learning delivery, technology supported learning and quality educational support services.

Objective 1

That a minimum of 76% of students enrolled will complete their programme.

Performance

In 2000 82.9% of students enrolled within the Polytechnic completed courses with their programme of study (refer Table 5).

	2000		1999	1998	1997	1996
	Actual	Target				
Student Completion Rate	82.9%	76%	77.4%	73.8%	72.3%	74.6%
Student Success Rate	84.8%	91%	90.2%	95.5%	93.2%	93.0%

Table 5: Student Completion and Success Rate

Objective 2

That a minimum of 91% of students who complete their programme will do so successfully.

Performance

Student success for each course/module and for each programme of study is as approved by the Academic Board and as publicised to students.

Where there is a national examination that is included in the measure of success. The success rate for 2000 was 84.8% (refer Table 5).

Objective 3

That 86% of students are "satisfied" or "very satisfied" with the learning services provided.

Performance

In 2000 the following services were available to students: Cafeteria, Bookshop, Library, Health Service, Counselling Service, Students' Association, Customer Services (Enrolments), Financial Advice, Learning Skills, Language Skills, Disabilities Coordination, Telephone Services, Māori Liaison, Pacific Island Liaison, Conflict Resolution Service (Whakarangimārie), Child Care Centre and for International students – Homestay, Support and Applications/Enrolments.

A Student Satisfaction Survey was held in July and August.

Questions gauged students' awareness, usage and satisfaction with the services offered (refer Table 6).

Student satisfaction for the services used, met or exceeded the 86% target for – Bookshop, Library, Health and Counselling Services, Learning and Language Skills and Disability Coordination.

Explanations were requested from the managers of the services that received a satisfaction rate of below 86% and action plans set in place to improve the service.

	Awareness		Usage		Satisfaction	
	2000	1999	2000	1999	2000	1999
					Target (86%)	
	Actual	Actual	Actual	Actual	Actual	Actual
Cafeteria	99%	96%	85%	81%	72%	73%
Book shop	89%	89%	63%	63%	89%	92%
Library	99%	99%	84%	83%	91%	91%
Health Service	93%	91%	32%	28%	91%	89%
Counselling Service	89%	88%	9%	10%	91%	84%
Students' Association	97%	96%	45%	47%	82%	85%
Customer Services (Enrolments)	97%	96%	79%	78%	79%	71%
Financial Advisor	79%	77%	13%	15%	77%	74%
Learning Skills	83%	81%	22%	20%	90%	89%
Language Skills	69%	67%	7%	7%	85%	80%
Disability Coordination	61%	61%	5%	4%	93%	80%
Telephones	69%	73%	32%	43%	71%	76%
Māori Liaison	64%	67%	6%	7%	77%	86%
Pacific Island Liaison	63%	63%	6%	4%	69%	70%
Conflict Resolution	46%	43%	2%	2%	77%	83%
Child Care Centre	88%	88%	3%	3%	85%	78%
International Homestay	96%	99%	5%	4%	70%	74%
International Support	95%	98%	5%	3%	63%	78%
International Applications/ Enrolments	97%	99%	7%	4%	67%	90%

Table 6: Student Awareness, Usage and Satisfaction with Services

Objective 4

That all staff will undergo an annual performance development review and at least 95% of staff will undertake professional development activities for a minimum of ten days for academic staff and two days for allied staff.

Performance

An agreed annual performance development review based on negotiated job descriptions continued to be used for all full-time and proportional staff. This development review was used to negotiate individual professional development plans for the coming year.

97% (target 95%) of full-time staff undertook an annual performance appraisal. Within the Polytechnic 100% of allied staff undertook at least two days equivalent of work related training and development, while 100% of tutorial staff undertook at least ten days.

Objective 5

That relevant strategic developments are incorporated into business plans.

Performance

The 2000 business plans of all ten schools where programmes of study were taught contained at least one objective that furthered strategic developments in the areas of flexible delivery, technology supported learning, internationalisation and programme developments (refer Table 8).

	Flexible Delivery	Technology Supported Learning	Internation-alisation	Programme Development
Schools				
Arts	1	1	1	3
Business & Management	3	1	1	1
Catering & Hospitality	1	0	1	1
Computing	1	1	2	2
Further Education	1	1	1	2
Mātauranga Māori	1	1	1	2
Nursing & Health Studies	1	1	2	2
Office Systems & Tourism	2	2	1	3
Teacher Education & Training	1	1	2	2
Technology	1	1	0	2

Table8: Strategic Development Objectives in School Business Plans

GOAL 3

To be recognised as a leading provider of tertiary education for multicultural communities and in achieving equity of educational and equal employment opportunities.

Objective 1

That the gender and ethnicity profiles of enrolled students reflect those profiles in our communities.

Community profile of Porirua/Kapiti - from Department of Statistics - Census 1996

Female	**51%**
Māori	**15%**
Pacific Islands	**12%**

Performance

The participation rates of traditionally under represented groups are judged by the degree to which the student profile reflects the ethnic and gender profiles of our community.

The participation rate of female students was 60% (target 51%) with Māori students at 21.8% (target 15%) and Pacific Islands students 25.3% (target 12%) (refer Table 8).

	2000		1999	1998
	Actual	Target		
Female	60%	51%	61.0%	62.9%
Māori	21.8%	15%	24.8%	25.3%
Pacific Island	25.3%	12%	28.0%	24.0%

Table 9: Gender and Ethnicity Student Enrolment for Polytechnic

Objective 2

That the completion rates for gender and ethnicity groupings of students will match the completion rates achieved for the total number of students.

Performance

When the gender and ethnicity profiles of actual percentages of completed students are compared to the 82.9% target rate, it is seen that the completion rate of female students is higher, while the percentage rate for male, Māori and Pacific Island students is lower (refer Table 10).

	2000		1999	1998	1997
	Actual	Target	Actual	Actual	Actual
Student Completion Rate					
Female	86.5%	82.9%	81.5%	73.8%	77.0%
Male	77.5%	82.9%	71.0%	66.8%	64.2%
Māori	75.9%	82.9%	74.3%	67%	64.4%
Pacific Island	79.2%	82.9%	71.0%	64%	66.4%
Student Success Rate					
Female	84.6%	84.8%	91.8%	96.5%	93.6%
Male	85.1%	84.8%	87.4%	93.6%	92.3%
Māori	83.6%	84.8%	88.7%	93.4%	93.8%
Pacific Island	76.9%	84.8%	86.6%	94.1%	91.3%

Table 10: Gender and Ethnicity Profiles for Student Completion & Success Rates for Polytechnic

Objective 3

That the success rates for gender and ethnicity groupings of students will match the success rates achieved for the total number of students.

Performance

When profiles of successful students are compared with the 84.8% target to establish whether or not students from under represented groups are succeeding at the same level as other students, it is seen that the success rate of female students is higher, while the percentage rate for male, Māori and Pacific Island students is lower (refer Table 10).

Objective 4

That demonstrable progress is made towards implementation of the annual Equal Employment Opportunity Plan.

Performance

The Equal Employment Opportunities Committee met three times during the year 2000.

The programme for the year was a consolidation of previous objectives and in particular those policies which relate to recruitment and promotion.

- Ensure that policies and practices in the areas of recruitment and selection meet EEO best practice. This was successfully achieved by the use of an EEO checklist in respect of every vacancy in the Polytechnic.
- Management positions to have included in their selection criteria a knowledge and understanding of EEO. All Management applicants were assessed on criteria which included knowledge and understanding of EEO.
- All staff interviewed for positions in the Polytechnic demonstrate an awareness and commitment to equity. This was achieved by always including an interview question on an equity issue. Demonstration of good practice was sought.

- Ensure that all vacancies prior to advertising had selection criteria reviewed which ensured that the description met with EEO best practice and eliminated any influences which might inhibit applications from meritorious candidates. This policy was successfully applied with only minor editing for stylistic reasons being required.

- Review job descriptions for any real or perceived bias. This objective was achieved by requiring all job descriptions to accompany requests to advertise a vacancy. Before advertising all job descriptions were reviewed for bias. As well as that any job descriptions which were revised for existing staff, were reviewed.

Objective 5

That demonstrable advances are made towards eliminating unnecessary barriers to the progress of students, and advances are made towards developing programmes to attract students from groups in the community who are under-represented in the Polytechnic's student body and disadvantaged in terms of their ability to attend the institution, eg. people with disabilities.

Performance

The Equal Educational Opportunities Committee met four times to set up and implement its 2000 programme:

Complete the multicultural fact sheets ready to enter onto the Intranet – achieved.

Progress the annotated bibliography of appropriate references relating to multi-culturalism – achieved.

Implement a students' first impression questionnaire within the School of Office Systems and Tourism. – achieved.

Whitireia Community Polytechnic's Council has introduced a number of activities to eliminate and avoid unnecessary barriers to the progress of students and to attract students from identified groups within its community (refer appendix 4).

GOAL 4

To enhance the long term financial viability of the Polytechnic through sound financial management, effective administrative systems and managed entrepreneurial activities.

Objective 1	Performance	
That an annual programme of internal/external audits of services is undertaken.	During 2000 the following internal/external audits of services were undertaken and completed:	Capital Planning Review Meeting the needs of Māori (Treaty of Waitangi) Marketing Review Academic Focus Audit.

Objective 2	Performance
That all programmes and activities offered individually achieve an operating surplus (net of direct and indirect costs) of at least ten per cent of the programme's income.	Systems are not currently geared to provide this information.

Objective 3	Performance	
That the overall cost per EFTS is not greater than the cost of the previous year.	The overall cost per EFTS for the polytechnic in 1999 was $8,595 in	comparison with the cost in 2000 which was $8,898.

Objective 4	Performance	Actual	Target
That sound and prudential financial management control is exercised.	Revenue ($m)	18.2	18.5
	Surplus (% Income)	2.0	5.0
	Return on Assets (%)	1.6	5.5
	Revenue from Government (% of Total Revenue)	49.7	49.6
	Cost per EFTS	$8,898	$8,100
	Working Capital Ratio	1.1	1.0
	Assets per EFTS	$11,200	$9,400

Objective 5	Performance
That the percentage of non-Ministry of education funded EFTS achieves a target of 14% of total EFTS.	EFTS from funding contracts other than Ministry of Education achieved a target of 18% of the total EFTS.

EDUCATION PROGRAMMES PERFORMANCE

Summary of Whitireia Community Polytechnic performance for the 2000 Academic Year.

ARTS

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
National Certificate in Craft, Art & Design	P/K	3	95	71	100
National Diploma in Craft, Art & Design	P	3	93	92	78
Advanced National Diploma in Craft, Art & Design	P	3	100	81	100
National Diploma in Journalism	P	3	67	100	77
Performing Arts	P	2	81	100	97
Publishing	W/A	2	98	100	100
Desk Top Publishing and Communication	P	2	78	95	100
Rock and Commercial Music	P	2	70	97	76
Writing	P	1	86	100	94
Practical Photography	K	2	68	100	100
Signmaking	P	2	100	100	100

BUSINESS & MANAGEMENT

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
New Zealand Diploma in Business	P/K/W	3	83	81	95
NZIM Certificate in Supervisory Management	P/K	3	79	94	100

CATERING & HOSPITALITY

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Certificate in Cookery (Level 4)	P/K	2	-	-	82
Certificate in Professional Restaurant Wine and Bar	P	2	100	65	80
Certificate in Café Bar Service	P	2	87	85	100
Certificate in Cookery (Level 3)	P/K	2	-	-	94

COMPUTING

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Certificate in Business Computing	P/K	3	62	100	62
Diploma in Business Computing	P/K	3	80	97	73
National Diploma in Business Computing	P	3	85	93	67
National Certificate in Computing Level III	P/K	3	76	100	97
Bachelor Information Technology	P	2	39	88	89

BEST COPY AVAILABLE

FURTHER EDUCATION

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Basic English Skills	P	1/3	77	77	92
English for Further Study	P	1/3	99	89	74
English Language School (International Students)	P	1	-	-	-
Introduction to Higher Learning	P	1/3	65	83	89
Introduction to Computers	P	1/3	99	57	76
New Directions	P	1	92	92	100
Diploma in Sport and Coaching	P	2	78	100	100
National Diploma in Social Service/Social Work	P	3	[illegible]	71	55
Moving on	P	1	72	76	90

MĀORI EDUCATION & CAREER DEVELOPMENT

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Ngā Tapuwae – Advanced Te Reo	P	1	70	100	58
Te Tohu Mutunga Kore – Beginning Te Reo	P	1/2	47	100	100
Toi Whakaata – Television/Video Production	P	3	75	100	86
Te Huakirangi 1 – Information Technology (Skill NZ)	P	1	43	100	76
Te Huakirangi 2 – Information Technology (Skill NZ)	P	3	77	100	64
Poutama – Carving and Māori Design	P	3	62	100	100
Māori Business Administration	P	3	36	100	100

NURSING & HEALTH STUDIES

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Diploma for Entry to Psychiatric Mental Health Nursing Practice (CTA – 25)	P	2	80	95	83
Bachelor of Nursing	P	2	96	92	93
Community Child and Family (Plunket – 40)	P	4	100	100	75
New Zealand Postgrad Forensic Psychiatric Care (CTA – 15)	P	2	-	-	60
National Certificate in Support of the Older Person	P	3	100	79	77
National Certificate in Mental Health (Support Workers)	P	2	100	100	100

OFFICE SYSTEMS & TOURISM

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Diploma in Outdoor Leadership	K	1/3	92	46	100
Certificate in Outdoor Leadership	K	1/3	100	84	91
Certificate in Business Admin (Computing/Exec Sec)	P/K	3	99	81	74
Travel and Tourism	P/K	3	93	59	93
Business Admin/Computer Application	P/W	3	100	80	100
Office Skills/Computing (Skill NZ)	P	3	100	55	100
Retail Management	P	3	100	86	100
Call Centre Certificate	P/K/W	2/3	100	72	100

BEST COPY AVAILABLE

TEACHER EDUCATION & TRAINING

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Diploma in Pacific Islands Early Childhood Education – Year 1 & 2	P	2	54	100	88
New Zealand National Nanny Certificate	P	3	64	100	100
Diploma of Teaching – Secondary	P	2	91	100	95
Diploma of Teaching – (E.C.E)	P	2	72	100	87
Whitireia Early Childhood Bridging Programme	P	2	67	100	87

TECHNOLOGY

Programme	Location	Approval Status	Completion Rate % Target 76%	Success Rate % Target 91%	Student Satisfaction Rate % Target 86%
Whitireia Certificate in Horticulture & Landscaping	P	3	91	81	82
Advanced Certificate in Horticulture & Landscaping	P	3	90	78	60
Whitireia Certificate in PC Support	K	2	95	74	70
Whitireia Certificate in Automotive Engineering	P	3	100	47	80
Electrical Engineering	P	3	79	95	100

BEST COPY AVAIL...

Performance Measures Definitions

Performance measures that the Council considers will enable the preparation of a Statement of Service Performance for the purposes of Section 41.2 (e) of the Public Finance Act are listed below.

Students enrolled expressed as EFTS for the Polytechnic.

Completion Rate

$$\text{Completion rate \%} = \frac{\text{number of students who complete course}}{\text{number of students who enrolled in that course}} \times 100$$

Success Rate

$$\text{Success rate \%} = \frac{\text{number of students who meet course requirements}}{\text{number of students who completed course}} \times 100$$

("Success" is as defined in the programme approved by the Academic Board and as indicated in information provided for students.)

Student Satisfaction Rating

$$\text{Satisfaction rating \%} = \frac{\text{number of responses of satisfactory or better}}{\text{total number of responses}} \times 100$$

Approval Status. A code number indicates the qualification status of each programme at the time of compilation of this Statement of Objectives.

1 These are programmes developed by Whitireia Community Polytechnic, which have been approved by its Academic Board.

2 These are programmes developed by Whitireia Community Polytechnic, which the New Zealand Qualifications Authority (NZQA) or the New Zealand Polytechnic Programmes Committee (NZPPC) has approved, and the New Zealand Polytechnic Programmes Committee (NZPPC) has accredited Whitireia Community Polytechnic to teach.

3 These are national programmes or programmes made up of Unit Standards, which the New Zealand Qualifications Authority has approved, and New Zealand Polytechnic Programmes Committee has accredited Whitireia Community Polytechnic to teach.

4 These programmes are provided by Whitireia Community Polytechnic to the requirements of an external authority other than New Zealand Qualifications Authority or New Zealand Polytechnic Programmes Committee, eg University or an Industry Training Organisation.

Timeliness measure is percentage of programmes completed by dates specified to students in pre-programme information.

Location - Programmes will run at Porirua (P), Kapiti (K), Wellington (W) and Auckland (A)

Costs per EFTS for each School and for the Polytechnic.

Quantity Measures are EFTS Target as indicated for the Polytechnic.

Quality Measures are completion rates, success rates, student satisfaction rates and approval status.

STATEMENT OF ACCOUNTING POLICIES
FOR THE YEAR ENDED 31 DECEMBER 2000

The Reporting Entity

Whitireia Community Polytechnic was established as a tertiary institute under the Education Act 1989.

These financial statements have been prepared in accordance with Section 41 of the Public Finance Act 1989 and Section 203 of the Education Act 1989.

Measurement Base

The financial statements have been prepared on a modified historical cost basis.

Accounting Policies

The following accounting policies that materially affect the measurement of financial performance and financial position have been applied:

Budget Figures

The budget figures are those approved by the Council.

The budget figures have been prepared in accordance with generally accepted accounting practice and are consistent with the accounting policies adopted by the Council for the preparation of the financial statements.

Revenues

Government Grants
Government Grants are recognised as income on entitlement.

Donations
Donations to Whitireia Community Polytechnic are recognised as income when the donation or asset is received.

Receivables
Receivables are stated at their estimated realisable value after providing for doubtful and uncollectable debts.

Investments
Investments are stated at the lower of cost or market value.

Any decreases in value are recognised in the Statement of Financial Performance.

Inventories
Inventories available for resale are valued at the lower of cost (determined on a first-in first-out basis) and net realisable value. This valuation includes allowances for slow moving and obsolete inventories. All consumables are charged direct to expenditure.

Employee Entitlements

Provision is made in respect of Whitireia Community Polytechnic's liability for annual leave, long service leave and tutorial discretionary leave. Annual leave and tutorial discretionary leave have been calculated on an actual entitlement basis at current rates of pay.

Long service leave has been calculated on an actuarial basis based on the present value of expected future entitlements.

Fixed Assets

Land and Buildings

The Kapiti Campus land and buildings are recorded at a market valuation carried out by Valuation New Zealand in 1997 after title was issued. Other institutional buildings are recorded at original cost less depreciation. Crown owned land and buildings that Whitireia Community Polytechnic has a right to occupy are included as part of Whitireia Community Polytechnic's fixed assets and are recorded at a valuation provided by the Ministry of Education with additions and capital maintenance recorded at cost less depreciation. The valuation provided by the Ministry of Education was a government market valuation. Although legal title has not been transferred, Whitireia Community Polytechnic has assumed all the normal risks and rewards of ownership.

Teaching Equipment, Library Collections and other Fixed Assets

Teaching Equipment, Library Collections and other Fixed Assets are recorded at original cost less depreciation.

Depreciation

Depreciation is provided on a straight line basis on all fixed assets other than land, at rates which will write off the cost (or valuation) of the assets to their estimated residual values over their useful life. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

	2000		1999	
Asset Category	Life	Rate	Life	Rate
Land	N/A	N/A	N/A	N/A
Buildings	30 and 50 years	3.3% and 2%	30 and 50 years	3.3% and 2%
Plant and Machinery	10 years	10%	10 years	10%
Furniture and Fittings	10 years	10%	10 years	10%
Motor Vehicles	5 years	20%	5 years	20%
Computer Equipment	4 years	25%	4 years	25%
Communications	5 years	20%	5 years	20%
Office Equipment	10 years	10%	10 years	10%
Teaching Equipment	5 years	20%	5 years	20%
Library Collections	8 years	12½%	8 years	12½%
Minor Equipment	8 years	12½%	8 years	12½%
Roads	50 years	2%	50 years	2%
Leasehold Improvements	3 years	33.3%	3 years	33.3%
Midland Park	4 years	25%	4 years	25%

Developments Costs

Costs incurred on development of new courses are capitalised to the extent that such costs are expected to be recovered. Capitalised costs are amortised from the commencement of a particular course on a straight-line basis over the period of their expected benefit, which is three years.

Goods and Services Tax (GST)

The Financial Statements are prepared on a GST exclusive basis, with the exception of Accounts Receivable and Accounts Payable, which are stated GST inclusive. When GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

Taxation

Tertiary institutions are exempt from the payment of income tax as they are treated by IRD as charitable organisations. Accordingly, no provision for income tax has been made.

Leases

Operating Leases

Leases where the lessor effectively retains substantially all the risks and benefits of ownership of the leased items are classified as operating leases. Payments under these leases are charged as expenses in the periods in which they are incurred.

Statement of Cash Flows

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which Whitireia Community Polytechnic invests as part of its day-to-day cash management.

Operating activities include cash received from all income sources of the group and record the cash payments made for the supply of goods and services. Agency transactions are recognised as receipts and payments in the Statement of Cash Flows given that they flow through Whitireia Community Polytechnic's main bank account.

Investing activities are those activities relating to the acquisitions and disposal of non-current assets.

Financing activities comprise activities that change the equity and debt capital structure of Whitireia Community Polytechnic.

Financial Instruments

Whitireia Community Polytechnic is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, investments, debtors, creditors and loans. All financial instruments are recognised in the Statement of Financial Position and all revenues and expenses in relation to financial instruments are recognised in the Statement of Financial Performance.

All financial instruments are shown at their fair value.

Cost of Service Statements

The Cost of Service Statements, as provided in Note 5 of the Notes to the Financial Statements, report the net cost of services for significant activities of Whitireia Community Polytechnic and are represented by the costs of providing the service less all revenue that can be allocated to these activities.

Cost allocation

Whitireia Community Polytechnic has derived the net cost of service for each significant activity to Whitireia Community Polytechnic using the cost allocation system outlined below.

Cost allocation policy

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities based on cost drivers and related activity/usage information.

Criteria for direct and indirect costs

"Direct Costs" are those costs directly attributable to a significant activity.

"Indirect Costs" are those costs which cannot be identified in an economically feasible manner with a specific significant activity.

Costs drivers for allocation of indirect costs

The costs of internal services not directly charged to activities are allocated as overheads using appropriate cost drivers such as actual usage, EFTS, student numbers and staff numbers.

For the year ended 31 December 2000, indirect costs accounted for 41.33% of Whitireia Community Polytechnic's total costs (1999 37.5%).

Changes in Accounting Policy

There have been no changes in accounting policies since the date of the last audited financial statements. The policies have been applied on a basis consistent with other years.

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2000

	Notes	Actual 2000 $	Budget 2000 $	Actual 1999 $
Government Grants	1	9,025,346	10,809,658	8,853,021
Student Tuition fees		4,753,040	5,557,645	3,994,659
Other fees and charges	2	3,366,190	2,585,146	2,648,003
Interest Income		153,795	45,000	123,068
Donations		4,323	0	8,199
Capital Income		18,737	0	0
Polyshop		234,774	183,750	215,650
Sundry Income	3	634,510	734,951	431,771
Total Operating Revenue		18,190,715	19,916,150	16,274,371
Cost of Services	5	17,545,855	18,297,507	15,578,822
Polyshop		221,530	10,000	199,189
Other Costs		47,452	165,554	51,662
Total Cost of Operations		17,814,837	18,473,061	15,829,673
Net Surplus for the period		375,878	1,443,089	444,698

The accompanying accounting policies and notes form an integral part of these financial statements.

STATEMENT OF MOVEMENTS IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2000

	Actual 2000 $	Budget 2000 $	Actual 1999 $
Public Equity as at 1 January	19,827,954	19,342,462	19,383,256
Net Surplus for the period	375,878	1,443,089	444,698
Total recognised revenues and expenses for the period	375,878	1,443,089	444,698
Public Equity as at 31 December	20,203,832	20,785,551	19,827,954

The accompanying accounting policies and notes form an integral part of these financial statements.

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2000

	Notes	Actual 2000 $	Budget 2000 $	Actual 1999 $
PUBLIC EQUITY				
General Equity	6	20,095,971	20,675,551	19,720,093
Asset Revaluation Reserve	7	107,861	110,000	107,861
TOTAL PUBLIC EQUITY		20,203,832	20,785,551	19,827,954
Current Assets				
Cash and Bank		452,859	374,147	209,571
Accounts Receivable	9	563,151	372,199	682,459
Prepayments		13,297	55,000	33,649
Short Term Investments	10	750,000	1,390,400	1,000,000
Inventories	11	57,199	40,808	35,910
Total Current Assets		1,836,506	2,232,554	1,961,589
Less Current Liabilities				
Fees in Advance		368,769	155,000	655,184
Accounts Payable	14	860,991	999,091	1,233,551
Provision for Employee Entitlements	15	282,617	327,666	309,444
Special Accounts	8	215,285	35,000	137,515
Total Current Liabilities		1,727,662	1,516,757	2,335,694
WORKING CAPITAL		**108,844**	**715,797**	**(374,105)**
Non-Current Assets				
Fixed Assets	12	20,064,475	20,044,049	20,181,075
Shares		10,002	10,002	10,002
Development Costs	13	27,640	15,703	18,111
Total Non-Current Assets		20,102,117	20,069,754	20,209,188
Non-Current Liabilities				
Provision for Employee Entitlements	15	7,129	0	7,129
NET ASSETS		20,203,832	20,785,551	19,827,954

The accompanying accounting policies and notes form an integral part of these financial statements.

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2000

	Actual 2000 $	Budget 2000 $	Actual 1999 $
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash was provided from:			
Government Grants	9,007,124	12,160,865	8,853,021
Tuition Fees	5,887,418	7,209,779	4,356,311
Revenues from services provided	2,894,103	2,688,625	3,156,740
Interest Received	144,079	45,000	122,574
	17,932,724	22,104,269	16,488,646
Cash was applied to:			
Payments to Employees	10,473,150	10,991,451	9,577,199
Payments to Suppliers	5,813,994	6,614,741	4,023,550
GST	(62,531)	1,416,928	49,616
	16,224,613	19,023,120	13,650,365
Net Cash Flows from Operating Activities	**1,708,111**	**3,081,149**	**2,838,281**
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash was provided from:			
Investments	5,975,000	2,264,500	9,036,442
Cash was applied to:			
Investments	5,725,000	2,904,900	9,585,752
Purchase of Fixed Assets	1,714,823	2,440,720	2,249,886
	7,439,823	5,345,620	11,835,638
Net Cash Flows from Investing Activities	**(1,464,823)**	**(3,081,120)**	**(2,799,196)**
Net increase (decrease) in cash held	243,288	29	39,085
Plus Opening Cash	209,571	374,118	170,486
Closing Cash Balance	452,859	374,147	209,571
Cash and bank	452,859	374,147	79,627
Short Term Investments			129,944
Closing Cash Balance	452,859	374,147	209,571

The accompanying accounting policies and notes form an integral part of these financial statements.

RECONCILIATION OF THE NET SURPLUS ON OPERATIONS WITH THE NET CASH FLOWS FROM OPERATING ACTIVITIES

	2000	1999
		$
Net Surplus for the period	375,878	444,698
Add (Less) Non Cash Items:		
Depreciation	1,759,569	1,681,756
Amortisation of Course Development Costs	14,872	12,336
Add (Less) Movements in Working Capital Items:		
(Increase) Decrease in Receivables	119,309	(287,043)
(Increase) Decrease in Prepayments	20,352	(4,952)
(Increase) in Inventory	(21,289)	(13,843)
(Decrease) Increase in Payables	(435,092)	287,040
(Decrease) Increase in Employee Entitlements	(26,827)	54,545
Increase (Decrease) in Fees in Advance	(286,415)	513,437
(Decrease) Increase in GST	62,531	(49,615)
Increase in Special Accounts	77,771	148,260
Add (Less) Items Classified as Investing Activities:		
Net Loss (Gain) on assets	47,452	51,663
Net Cash Flow from Operating Activities	**1,708,111**	**2,838,281**

The accompanying accounting policies and notes form an integral part of these financial statements.

STATEMENT OF COMMITMENTS
AS AT 31 DECEMBER 2000

	2000	1999
		$
Capital commitments approved and contracted		
Not later than one year	528,584	171,361
Other non-cancellable operating leases		
Not later than one year	50,200	22,500
1 to 2 years	29,100	0
2 to 5 years	45,300	0
Over 5 years	99,400	0
Other non-cancellable contracts		
Not later than one year	250,808	405,794
1 to 2 years		26,053
2 to 5 years		26,800
Over 5 years		105,000
Total Commitments	**1,003,392**	**757,508**

The accompanying accounting policies and notes form an integral part of these financial statements.

STATEMENT OF CONTINGENT LIABILITIES AS AT 31 DECEMBER 2000

There are no known contingent liabilities at this date. (1999: 0)

The accompanying accounting policies and notes form an integral part of these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2000

1. Government Grants

This includes monies received from Government by way of an Operational Bulk Grant, which is based on equivalent full-time student (EFTS) levels and the funding category levels of these EFTS, and specific purpose – related grants. An analysis of Government grant funding is as follows:

	2000 $	1999 $
Operational bulk grant	9,025,346	8,752,100
Non-EFTS funding	0	48,580
Student loan finance grant	0	52,341
Total Government Grants	9,025,346	8,853,021

2. Other fees and charges

	2000 $	1999 $
International Students	1,333,390	709,437
Education service contracts	1,838,447	1,505,053
Child Care	194,353	207,514
Other		225,999
Total Other Fees and Charges	3,366,190	2,648,003

3. Sundry Income

The significant items within this revenue item are:

	2000 $
Prior year expenditure recovered	191,988
Special Delivery Fees	137,611
Tautoko	48,580
Rent	47,096
Student Health Service	24,962
Administration Fees	22,799
Depreciation Recoveries	21,171

4. Statement of Financial Performance

	2000 $	1999 $
The net surplus is after charging:		
Fees paid to external auditors	34,000	40,302
Councillors Fees	13,902	18,160
Depreciation	1,759,569	1,681,756
Bad Debts written off	6,667	0
Change in provision for doubtful debts	73,855	12,119
Loss on Disposal of Assets	47,452	51,663
Amortisation of Capitalised development costs	14,872	12,336

5. Cost of Services

Comparative figures are not available due to a restructuring carried out during 2000.

	2000 $	1999 $
Cost of Services, by faculty, is broken down as follows:		
Teacher Education, Nursing & Pacific Development	4,787,396	
Technology & Further Education	4,624,937	
Arts, Mātauranga Māori	3,428,723	
Business & Information Systems	4,704,799	
Total Cost of Services	17,545,855	15,578,822

6. General Equity

a Retained Earnings

	2000 $	1999 $
Balance 1 January	9,685,093	9,240,395
Surplus Transferred	375,878	444,698
Balance 31 December	10,060,971	9,685,093

b Crown Assets Reserves

	2000 $	1999 $
Balance 1 January	10,035,000	10,035,000
Balance 31 December	10,035,000	10,035,000
Balance of General Equity 31 December	20,095,971	19,720,093

7. Asset Revaluation Reserves

	2000 $	1999 $
Balance 1 January	107,861	107,861
Net Revaluation of Assets	0	0
Balance 31 December	107,861	107,861

8. Special Accounts

Special Accounts represents funds held by Whitireia Community Polytechnic on behalf of others and funds provided to Whitireia Community Polytechnic by various organisations for specific projects.

	2000 Receipts $	2000 Interest $	2000 Payments $	2000 Balance $	1999 Balance $
Homestay Trust	412,156	0	301,754	127,651	17,249
PI Health Programme Development	30,222	0	0	30,222	0
Study Skills Booklet	2,002	0	500	14,534	13,032
Women's Suffrage Scholarship	800	660	763	11,933	11,236
Fletcher Award	5,454	1,040	400	6,094	0
Activities Account	24,398	0	24,024	5,932	5,558
Diploma Commissions	5,795	0	6,553	5,382	6,140
Whitireia Foundation	4,500	0	0	4,500	0
Various Accounts - 18	28,193	13	103,469	9,037	84,300
	513,520	**1,713**	**437,463**	**215,285**	**137,515**

9. Trade Debtors and Other Amounts Receivable

	2000 $	1999 $
Trade Debtors	466,723	554,124
Less Provision for Doubtful Debts	(107,036)	(33,181)
Net Receivables	359,687	520,943
Other Amounts Receivable	203,464	161,516
Total	563,151	682,459

10. Investments

	2000 $	1999 $
Short Term	750,000	1,000,000
Total	750,000	1,000,000

a Current Portion

National Bank of New Zealand	250,000	
ASB Bank	250,000	700,000
ANZ Bank	250,000	300,000
Total	750,000	1,000,000

b Interest Rates

The weighted average effective interest rates on current investments were:

	2000	1999
Weighted average effective interest rate		
Short term deposits	6.5%	5.61%

c Repricing Maturities

	Less than 6 months
Short-term Deposits	750,000

11. Inventories

	2000 $	1999 $
Materials, Stores & Work in Progress	29,006	12,658
Goods for resale	28,193	23,252
Total	57,199	35,910

12. Fixed Assets

2000		Cost $	Valuation $	Accumulated Depreciation $	Net Book Value $
Land	Crown		2,000,000		2,000,000
	Institution		400,000		400,000
Buildings	Crown	379,177	8,035000	1,387,702	7,026,475
	Institution	8,082,495		1,302,356	6,780,139
Artwork		7,485		0	7,485
Computers		3,308,458		1,969,173	1,339,285
Furniture & Fittings		731,988		213,834	518,154
Library Collection		769,698		502,458	267,240
Minor Equipment		467,518		168,895	298,623
Motor Vehicles		171,393		125,370	46,023
Office Equipment		214,109		166,705	47,404
Teaching Equipment		1,154,234		835,384	318,850
Leasehold Improvements		13,466		4,228	9,238
Communications System		452,625		355,555	97,070
Plant & Machinery		317,449		157,906	159,543
Midland Park Computers		101,024		53,832	47,192
Roads		609,500		23,530	585,970
Landscaping		98,336		635	97,701
Signs		3,366		607	2,759
Work in Progress		15,324		0	15,324
Total		**16,897,645**	**10,435,000**	**7,268,170**	**20,064,475**

1999		Cost $	Valuation $	Accumulated Depreciation $	Net Book Value $
Land	Crown		2,000,000	0	2,000,000
	Institution		400,000	0	400,000
Buildings	Crown	363,090	8,035,000	1,111,773	7,286,317
	Institution	7,566,366		1,042,014	6,524,352
Artwork		7,589		0	7,589
Computers		3,033,096		1,473,367	1,559,729
Furniture & Fittings		632,381		149,564	482,817
Library Collection		623,026		429,553	193,473
Minor Equipment		462,817		111,223	351,594
Motor Vehicles		169,869		127,108	42,761
Office Equipment		215,081		164,459	50,622
Teaching Equipment		1,022,431		732,979	289,452
Leasehold Improvements		54,320		44,252	10,068
Communications System		443,492		266,776	176,716
Plant & Machinery		242,225		137,226	104,999
Midland Park Computers		99,804		28,956	70,848
Roads		547,936		11,765	536,171
Landscaping		94,202		635	93,567
Total		**15,577,725**	**10,435,000**	**5,831,650**	**20,181,075**

13. Development Costs

Development costs relate to costs of setting up a new course. Movements in the balance of unamortised development costs were as follows:

	2000 $	1999 $
Opening balance	18,111	17,847
Plus costs capitalised	24,401	12,600
Less costs expensed	14,872	12,336
Closing balance	27,640	18,111

14. Payables

	2000 $	1999 $
Trade Creditors	333,041	536,488
Accounts Payable	527,950	697,063
	860,991	1,233,551

15. Employee Entitlements

	2000 $	1999 $
Annual Leave	282,617	309,444
Long Service Leave	7,129	7,129
	289,746	316,573
Current	282,617	309,444

16. Collaborative Arrangement

During 2000, under an arrangement with Maxim Consulting Services, a range of educational courses were provided at a location in central Wellington, which has been named the Midland Park Campus.

This arrangement ceased on 31st December 2000.

17. Related Party Information

Whitireia Community Polytechnic is a wholly owned entity of the Crown. The Government influences the roles of Whitireia Community Polytechnic as well as being its major source of revenue.

Whitireia Community Polytechnic enters into transactions with Government Departments and Crown agencies.

There are no other related party transactions.

18. Financial Instruments

Whitireia Community Polytechnic is party to financial instrument arrangements as part of its every day operations. These financial instruments include Bank Accounts, Bank Deposits, Accounts Receivable, Accounts Payable and Term Borrowings, and are recognised in the Statement of Financial Position.

19. Credit Risk

Whitireia Community Polytechnic has a minimal credit risk in its holdings of various financial instruments. These instruments include cash, bank deposits and accounts receivable.

The institution places its investments with institutions that have a high credit rating. It also reduces its exposure to risk by limiting the amount that can be invested in any one institution. Whitireia Community Polytechnic believes that these policies reduce the risk of any loss that would arise from its investment activities.

Accounts receivable are stated at the estimated realisable value after providing for amounts not considered recoverable. There is no significant concentration of credit risk for accounts receivable.

Currency Risk and Interest Rate Risk

The interest rate on the bank overdraft facility is 20.95% per annum. (1999: 23.45%). This is a floating rate set by the bank. Apart from this Whitireia Community Polytechnic has no significant exposure to currency risk and interest rate risk on its remaining financial assets and liabilities.

20. Segmental Information

Whitireia Community Polytechnic operates predominantly in one industry (tertiary education) and in three geographical areas with a campus in Porirua City, Kapiti campus at Paraparaumu and Wellington City campus in Wellington.

MANAGEMENT STATEMENT

In terms of section 42 of the Public Finance Act 1989, we hereby certify that:

1 We have been responsible for the preparation of these financial statements and the judgements used therein; and

2 We have been responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting; and

3 We are of the opinion that these financial statements fairly reflect the financial position and operations of this Polytechnic for the year ended 31 December 2000.

Chairperson of Council

Chief Executive

Director, Corporate Services

BEST COPY AVAILABLE

APPENDIX 1

SPECIAL SUPPLEMENTARY GRANTS

Statement of Revenue and Expenditure for the period 1 January to 31 December 2000

Tautoko Education Centre

	2000		1999		1998	
	Revenue	**Expenditure**	**Revenue**	**Expenditure**	**Revenue**	**Expenditure**
	$	**$**	**$**	**$**	**$**	**$**
	53,777.00		53,777.00		53,777.00	
Personnel		48,993.40		48,290.00		47,112.52
Operating		2,401.87		10,220.00		10,714.03
Admin Overheads		10,888.89		2,750.00		

Special Education

	2000		1999		1998	
	Revenue	**Expenditure**	**Revenue**	**Expenditure**	**Revenue**	**Expenditure**
	$	**$**	**$**	**$**	**$**	**$**
	48,579.52		48,579.00		48,579.00	
Personnel		71,802.25		70,394.00		68,677.44
Operating		-		-		-
Admin Overheads		2,000.00		2,000.00		2,000.00

Students with Disabilities

	2000		1999		1998	
	Revenue	**Expenditure**	**Revenue**	**Expenditure**		
	$	**$**	**$**	**$**		
	40,996.04		35,697.00		33,228.00	
Personnel		51,137.06		49,644.00		35,357.81
Operating		674.28		1,231.00		601.90
Admin Overheads		-		-		-

BEST COPY AVAILABLE

PROGRAMME ADVISORY COMMITTEES 2000

SCHOOL OF ARTS

Craft Design

Sheila Brown
Tawa

Bev Joan
Pātaka – Porirua Museum of Arts & Cultures

Chirstophalus Moisa
Kapiti College

Dave Morgan
Wellington

Vaine Ngaro
Cook Island representative

Julie Obren
Page 90 Artspace

Helen Smith
Titahi Bay

Desktop Publishing & Communications

Suzie Hall
Public Awareness - CYPA Wellington

Lynne Patterson
Porirua Healthy Safer City Trust

May Sheppard
May Sheppard Graphics Ltd Wellington

Mark Te One
Te Puni Kōkiri Wellington

Andrew Watson
White Cloud Communications Ltd Tawa

Journalism - Print, Photographic & Radio News

Clive Conland
Radio Journalist

Penny Harding
"The Evening Post"

Rob Olsen
Editor, Kapi-Mana News

Queenie Rikihana-Hyland
Otaki

Performing Arts

Jan Bolwell
Wellington

Hinerangi Edwards
Careers NZ

Dr Takiora Ingram
Te Puni Kōkiri

Tino Meleisea
Porirua

Gary Nicolas
Toi Māori

Paora Ropata
Atiawa Toa FM

Deirdre Tarrant
Footnote Dance Company

Jim Moriarty

Bill Nathan

Bill Thomas
CIOFF

Publishing

Robyn Bargh
Huia Publishers

John Barr
Booksellers NZ Association

Fergus Barrowman
Victoria University Press

Daphne Brasell
Daphne Brasell Associates

Ann Mallinson & David Rendel
Mallinson-Rendel Publishers

Wanda Peck
Open Polytechnic of New Zealand

Rock & Commercial Music

Paul Dyne
Massey at Wellington

Etuati Ete
Wellington

Marino Karena
TOPs Music Tutor

Eline Letoa
Porirua College

Neil Maddever
Sound Engineer

Ray Mercer
Musician

Rob Winch
Guitarist/Session Musician/Advertising

Writing

Chris Else
Wellington

Mandy Hager
Wellington

Adrienne Jansen
Wellington

Barbara Murison
Wellington

Karen Ross
NZ Book Council

Apirana Taylor
Writer

Signmaking

Ian Smythe
Signmaker Wainuiomata/Signmaking ITO

Ross Freeman
De Neefe Sign Systems Tawa

Andrew Braddock
Signwise Industries Johnsonville

Phil & Anne Swain
Fine Signs Lower Hutt

Clive Waters
Corada NZ Ltd. Porirua

Jim Martin
Martin Signs Lower Hutt

Lana Humphries
Spandex Asia Pacific Ltd Whitby

Practical Photography

Stephen A'Court
Stephen A'Court Photography
Wellington

Esther Bunning
Nenarbe Photography Wellington

Simon Woolf
Photography by Woolf Ltd Wellington

Grant McNabb
HOD Art Paraparaumu College

Trish Pointon
Photography Mana

BEST COPY AVAILABLE

SCHOOL OF BUSINESS AND MANAGEMENT

Business & Management

Advanced Diploma in Applied Management
Bachelor in Business Studies
New Zealand Diploma in Business
NZIM Certificate Supervisory Management

Maureen Birchfield
Massey University

David Chapman
NZIM

Elsie Ellison
Māori Education Trust

Tevita Finau
PI Community & Tupo High School
Tonga

Batch Hales
NZIM

Keith Hindle
KPMG Chartered Accountants

Lynley Sinclair
TAB

Denis Sharman
Wellington Business Representative

Garrick Zukerman
AMP

SCHOOL OF CATERING AND HOSPITALITY

TCB Cookery NZQA 751/752
General Catering 751
Basic Cookery NZQA 752
Foundation Food and Beverage
Certificate in Catering Operations/Supervision Stage 1 & 2

Harrey Barne
Massey University

Eleanor Burger
NZQA

Tania Riddiford
The Rockz

Sarah Searanke
Searanke Caterers

David Richards
Management Training Consultant

SCHOOL OF COMPUTING

Certificate in Business Computing
Diploma in Business Computing
National Certificate in Computing
National Diploma in Business Computing

Mel Birch
Defence Computer Services Bureau

Mark Carroll
Statistics NZ

Lew Davidson
Council Representative

Peter Denman
Sysware Consultants Group Whitby

Rick Hook
Consultant

Wilson Lattey
Lattey Consultants Ltd

Cliff Pratt
Consultant

Brian Rowe
121 Agent.Com Ltd

Michael Stevens
Cps Systems Ltd. Wellington

SCHOOL OF FURTHER EDUCATION

Awhina

Moving On
New Directions
Tautoko

Diane Bell
IHC

Kelly Bevan
Porirua City Council

Donna Lyn Douglas
WINZ

Nicola Dunleavey
Laura Fergusson Trust Home

David Gibb
Titiahi Bay

Alison Lewin
Mana Community Enterprises

Pam Lockwood
Focus Trust

Sonja Logan
Special Education Services

Kathryn Olsson
CCS

Rex Parker
Mana College

Lynne Renouf
Porirua

Jean Taylor
WINZ

Paul Thomas
IHC Vocational Services

John Tovey
Pōkai Tāniwhaniwha

Jim Wallace
Porirua Business Development Society

Rebecca Walton
Emerge Supported Employment Trust

Te Wera Kotua
Pōkai Tāniwhaniwha

Alison Lewin
Mana Community Enterprises

Pamela Lockwood
Focus Trust Porirua

Sonya Logan
Special Education Services

Rex Parker
Te Whare Ako

Bonny Ranfurly
Porirua

Karen Roberts
IHC

Susan Singleton
Porirua City Council

Jean Taylor
WINZ

Jim Wallace
Porirua Business Development Society

Gary Williams
Disabled Persons Assembly

Diploma Of Sport & Coaching

Richard Casutt
Volleyball New Zealand

Eddie Ellison
Norths Rugby Union

Darren Scott
New Zealand Institute of Sport

Roger Tweedy
Wellington

John Wineera
Massey at Wellington

Desley Wrathall
Physical Education NZ Police

BEST COPY AVAILABLE

English as a Second Language

Ariadne Fountain
Porirua Language Project

Olive Lawson
Newlands College

Tino Meleisea
Porirua

Lith Rattanong
Porirua

Marie Silverwood
Hutt Valley Polytechnic

Bounyang Thiphakone
Porirua

Introduction To Higher Learning

Telesia Masoe
Pacific Island Training Institute

Vivianne Murphy
Wainuiomata

Jan Osborne
Central Institute of Technology

Julia Parker
Porirua

Brian Richardson
Wellington

Helen Spence
Wellington

Desley Wrathall
Titahi Bay

Social Services/Social Work & Community Education

Jane Griffiths
Kapiti

Martin Highgate
Porirua Community Service Centre

Moira Lawlor
Porirua Council of Social Services

Jenny Lester
Porirua Healthy Safer City Trust

Bonny Ranfurly
Porirua

Susan Shingleton
Porirua City Council

Margot Szamier
Volunteer Centre

Leona Tira'a
Wesley Wellington Mission

Pam Waugh
Salvation Army

Fitu Ah Young
Porirua

Gary Cockburn
Porirua

John Cody
Porirua

Chris Connelly
Porirua

Ella Davis
Levin

Maria Enoka
Porirua

Joyce Fallon
Paraparaumu

Kathy Fielding
Wellington

Linda Hall-Thorpe
Porirua

Beverly Keall
Lower Hutt

David Keall
Lower Hutt

Phil Linch
Wesley Social Services

Materoa Marr
Porirua

Paula Masoe
Porirua

Audrey Moonlight
Porirua

Helen Moroney
Wellington

Mandy O'Neill
Wellington

Heather Scott
Porirua

Ifopo So'o
Porirua

Harry Walker
Paekākāriki

Lorraine Williams
Porirua

BEST COPY AVAILABLE

SCHOOL OF MĀORI EDUCATION AND CAREER DEVELOPMENT

Māori Business Management (Paerangatiratanga)

Fiona Adds
Parearau

Wayne Campbell
Wayne Campbell & Associates

Tracey Collins
Porirua

Eddie Ellison
Ellison Mortgage Services

Fred Harding
Coastal Removals

Shane Winiata
Vodafone Porirua

Poutama

Luke Crawford
New Zealand Police

Bevan Haami

Evan Hippolite
Ngāti Toa

Randal Hippolite
Ngāti Toa

Te Huakirangi

Moka Apiti
Critchlow Association

Kiwa Hammond
Victoria University Wellington

Terry Govenlock
Moderation Co-ordiantor

Gina Lomax
H.F.A.

Rangi Mataamua
Victoria University Wellington

Rob Mato
Saturn Communication

Andrea Tucker
Auldhouse

Te Reo

Ian Cormack
Education Review Office

Ricki Haerewa
Mana College

Dave Karena
Rātana

Gussy Maihi
Porirua College

Hine Nopera
Newtown School

Taku Parai
Ngāti Toa

Julian Wilcox
Te Karere News

Petina Winiata
Atiawa Taukawa Toa

Toi Whakaata

Graeme Everton
Te Reo O Tararua

Whetu Fala
Avalon Studio

Graham Fox
Hutt Valley Polytechnic

Joe Glen
TVNZ

SCHOOL OF OFFICE SYSTEMS AND TOURISM

Office Systems

Selena Bernath
NZ Society of Executive Secretaries

Dale Hartle
Porirua City Council

Jeanette Hourigan
Hutt Valley Polytechnic

Outdoor Leadership

Theo Gerritson
Mountain Safety Council Outdoor Educator

Phil Henry
Riverslea Lodge

David Julius
Outthere Adventures

Retail

Representative
K Mart Department Store

Diane Champion
North City Plaza

Roger Johnston
Dick Smith Electronics

Thomas Thomas
Windmill Quality Cake Shop

Jim Wallace
Porirua Business Development Society

Travel & Tourism

Sally Kennedy
Kapiti United Travel

Mary McCartan
Galileo

Peter Manderson
Kapiti Gold Coast Travel Shoppe

Gloria Reynolds
Harvey World Travel

SCHOOL OF NURSING AND HEALTH STUDIES

Mental Health

Diploma for Entry to Psychiatric Mental Health Nursing Practice
National Certificate in Mental Health – Mental Health Support Work
New Zealand Post-Graduate Certificate of Forensic Psychiatric Care

Maria Campbell
Māori Mental Health CCH

Kaye Carncross
Mental Health

Joy Collins
Capital Coast Health Ltd

Shirley Cressy
Earthlink

Tony Dal din
Hutt Valley Health

Sue Etuali
Masterton Hospital

Henry Field
Pacific Mental Health

Robyn Firmin
Good Health Wanganui

Deirdre Florence
Capital Coast Health

Franci Guthrie
Good Health Wanganui

Julia Hennessey
Hutt Valley Health

Bev Hodder
Nelson/Marlborough Mental Health

Pania Houkamau
Matahauariki Co-ordinator

Chris Ives
Pathways Trust

Rodney Leleisiuao
Safe Homes

Fualaan Logovae
Capital Coast Health Ltd

Fiona McDougall
Capital Coast Health Ltd

Ngaire Martin
Pathways Trust

Chris Munro
Health Care Otago

Mark Popperwell
Mental Health Taranaki Hospital

Lynda Simiona
Te Whare o Rangituhi

John Tovey
Consumer Representative

Ray Rodrigo
Mid Central Health

John White
Mid Central Health

Bachelor Of Nursing

Natali Allen
Services for the Elderly

Christine Andrews
Primary Health Service

Kaye Carncross
Mental Health/Capital Coast Health

Moira Courtney
Hutt Valley Health

Shirley Daniels
Medical Nursing

Pam Doole
Hutt Valley Health

Jenni Gray
Occupational Health Nurses

Beryl Harris
Occupational Health Nurse

Julie Hood
Wakefield Hospital

Margaret Kay
Massey University at Wellington

Lesley McCullough
Wellington Hospital

Margi Martin
Victoria University

Marie Morgan
Child and Family

Cheryle Moss
Programme Review/Curriculum Mentor

Amanda Prescott-Smith
Public Health

BEST COPY AVAILABLE

Plunket Nurse Course

Joy Bickley
Victoria University

Megan Cameron
Hamilton

Catherine Fowler
Tresillian Centre, Australia

Sue Mathews
Te Puke

Bridgid Mieras
Christchurch

Pam Murray
Plunket President – Wellington

Karen Pearce
Auckland

Linda Polaschek
Wellington Region Educator

Sandra Thompson
Māori Clinical Educator

Florence Trout
Palmerston North

Maria Turner
Tauranga

Rest Home Workers

Natalie Allen
Kemp Home & Hospital

Sandra Collette
Aotea North

Margaret Crawford
Ministry of Health

Barbara Sherwood
Wellington Masonic Association

Mary Anne Taylor
Harbour View Rest Home

SCHOOL OF TEACHER EDUCATION AND TRAINING

Diploma in Pacific Islands Early Childhood Education
Diploma of Teaching (ECE)
Diploma of Teaching (Secondary)
New Zealand National Nanny Certificate

Lofi Kupa
Tokelauan Community

Emma Makatea
Childcare Supervisor

Wally Ranfurly
Porirua

Jenny Hayes/Gillian Dobson
Wellington Region Free Kindergarten Association

Pam Cubey
Wellington

Professor James Chapman
Massey University

Simon Fordyce
Mana College

Brent Lewis
Aotea College

Colin Tinneti
College of Education

Lyn Scott
Wellington

John Russell
Kapiti College

Rosemay White
Parkway College

Robyn Greening/Suzi Le Page
Plunket

Sue Johns/Deirdre Russel
Porirua

Kathy Ross
Harbour City Nanny & Home Help Agency

SCHOOL OF TECHNOLOGY

Certificate in PC Support & Certificate in Electrical Engineering

Tony Dellabarca
Hutt Valley Polytechnic

Kevin Burn
Associated Electrical

Terry Govenlock
ETITO

Chris Jones
ETITO

Peter Rigarlsford
Indeserve

David Clifford
Deltec Telesystems

Horticulture & Landscaping

Claire Clark
Camp Elsdon

Anita Benbrook
Otari – Wilton's Bush

Simon Dearsly
Leacroft Nurseries

Nigel Homan
Landscaper

Bill McGavin
Pauatahanui

Murray Opie
Festival Hire

Turoa Royal
Paremata

Automotive Pre-Employment

David Bowler
Porirua

Fraser Bull
Hutt Valley Polytechnic

Mr Greg Maraku
Andrew Spinks Toyota

Robert Parletic
Mexted Motors

Bill Moffat
Motor Industry Training Board

Grant Quin
Motor Industry Training Organisation

BEST COPY AVAILABLE

APPENDIX 3

GRADUATES

	Number of Graduates	
	2000	**1999**
National Certificate in Craft, Art & Design	10	15
National Diploma in Craft, Art & Design	11	9
Advanced National Diploma in Craft, Art & Design	3	8
National Diploma in Journalism *(previously Journalism, Print, Radio & Photographic News)*	10	13
Performing Arts	16	19
Publishing	27	19
Desktop Publishing and Communication	9	-
Writing	15	13
Practical Photography	11	-
Signmaking	8	-
Rock & Commercial Music	29	5
New Zealand Diploma in Business	29	19
NZIM Certificate in Supervisory Management	24	25
National Certificate in Māori Business Management (Level IV)	1	-
Certificate in Cookery (Level IV) *(previously National Cookery Certificate 752)*	5	35
Certificate in Professional Restaurant Wine & Bar *(previously Certificate in*	10	14
Certificate in Café Bar Service *(previously Foundation Food & Beverage)*	10	15
Certificate in Cookery (Level III & IV)	21	-
Certificate in Cookery (Level III) *(previously National Certificate Cookery 751)*	17	60
Diploma in Business Computing *(previously Advanced Certificate in Business*	27	26
Certificate in Business Computing	34	50
Bachelor Information Technology	-	-
National Certificate in Computing – Level III	76	58
National Certificate in Computing – Level IV (Te Huakirangi 1)	10	10
National Certificate in Computing – Level V (Te Huakirangi 2)	15	-
National Diploma Business Computing	2	-
Introduction to Higher Learning	22	45
English for Further Study	71	9
English Language School (International Students)	-	-
Basic English Skills	21	21
New Directions	11	11
Moving On	19	-
National Certificate in Film and Television – Level IV (Toi Whakaata)	8	9

	Number of Graduates	
	2000	1999
National Certificate in Te Reo – Level IV (Te Tohu Mutanga Kore)	9	15
National Diploma Year 1 Te Reo – Level V (Ngā Tapuwae)	13	-
National Certificate in Whakairo Tūturu – Level 4 (Poutama)	7	6
Bachelor of Nursing *(previously Degree in Nursing)*	85	74
National Certificate in Support of the Older Person	29	21
New Zealand Post Graduate Certificate in Forensic Psychiatric Care	13	13
Diploma of Entry to Specialty Psychiatric Mental Health Nursing Practice	20	19
Graduate Diploma in Community Child & Family Health Promotion	34	33
National Certificate in Mental Health Support Work	-	32
National Diploma in Social Service/Social Work	12	-
Executive Sec/Computing *(previously National Certificate in Business Admin – Level IV)*	22	13
Office Skills/Computing *(previously National Certificate in Business Admin and Computing – Level II)*	6	7
Business Admin/Computer Application	41	65
(previously National Certificate in Business Admin & Computing – Level III)		
Retail Management *(previously National Certificate in Retail & Wholesale – Level II)*	14	7
Call Centre Certificate	61	-
Travel & Tourism	8	11
(previously National Certificate Tourism – Level III and National Certificate Travel – Level III)		
Diploma in Outdoor Leadership	5	-
Certificate in Outdoor Leadership *(previously Adventure Tourism)*	12	1
National Nanny Certificate	8	11
Whitireia Early Childhood Bridging Programme	4	-
Diploma in Pacific Islands Early Childhood Education	4	7
Diploma in Teaching – Early Childhood Education	6	23
Diploma in Teaching – Secondary	19	19
Diploma in Sport and Coaching	8	-
Whitireia Certificate in Horticulture & Landscaping	17	11
Advanced Certificate in Horticulture & Landscaping	5	-
Whitireia Certificate in Automotive Engineering	7	8
Electrical Engineering	10	-
Introduction to Computers	9	14
Whitireia Certificate in PC Support	10	12

EQUAL EDUCATIONAL OPPORTUNITIES ACTIVITIES

Elimination and avoidance of unnecessary barriers to the progress of students.

Extra teaching times and support groups made available to students of different ethnicity.

Tutorial assistants to assist students appointed.

Information literacy programme for all students prepared ready to implement in 2001.

Learning support for students continued

Education Development Centre continued to support staff in the practice of Equal Educational Opportunities by running the Certificate in Adult Teaching programme for tutorial staff.

Quality Management System developed and continually streamlined to ensure all students receive high quality learning opportunities.

Pre-entry nursing programme continued to increase people's chances of acceptance into the nursing degree.

Free hearing test on campus offered.

Diploma in Social Work programme run at night to enable up skilling of those currently employed in industry.

Programme advisory committees continued to ensure community and industry perspectives are considered and implemented into programmes.

Study groups within programmes in Schools established to assist students' learning continued.

The code of rights and responsibilities developed jointly by Polytechnic staff and Students' Association continues to be used.

The multi-ethnic handbook to assist staff to appreciate student multi-ethnic differences continues to be developed by the committee.

Programmes that attract students with responsibility for young children are run as much as possible within primary schools terms.

Policy developed and implemented to enable Māori to undertake assessments in Māori.

Monthly hui held to support Māori and Pacific Islands students.

Introduction to Higher Learning programme run to prepare students with low secondary level success for tertiary students in Health and Applied Sciences.

Introduction to Computing programme run as a bridging programme for further computing and business study.

Māori nursing students supported to attend annual Māori nurses hui.

Kawa Whakaruruhau committee convened regularly to support Bachelor of Nursing programme.

Attraction of Students from Groups in the Community.

Under-represented in the institution student body.

Graduate Diploma in Teaching (Secondary) continues to run outside traditional hours for people who wished to access secondary teacher training within the area.

Automotive programme run to appeal to young males – an under represented group at Whitireia Community Polytechnic.

Pacific Islands Early Childhood Education (PIECE) Bridging programme run to staircase people from two-year PIECE programme through to Diploma in Teaching (ECE).

Forensic programme and some NZ Diploma in Business papers adapted on-line for flexible delivery continues to include distant students.

Evening classes held for NZ Diploma in Business students.

Continuation of programme held in the evening to enable registered nurses in employment to obtain Degree in Nursing.

Introduction to Higher Learning programme continued, to provide second chance education for people in Porirua and further afield.

Carpentry programme developed to appeal to young males.

Diploma in Teaching (ECE) successfully run for people who wish to remain within this area.

Retention of the School of Te Wānanga Māori to encourage Māori to attend.

Employment of both Māori and Pacific Islands liaison officers.

Employment of designated Kaiarahi for Ngāti Toa. To implement Ngāti Toatanga.

National Nanny Certificate programme developed to run on-line to enable distance learning.

Disadvantaged in terms of their ability to attend the institution.

Continued employment of a Disability Coordinator.

Funds designated for reader/writers and for the purchasing of special equipment to support student learning.

Disabled car parks designated at all campuses.

Wheelchair access at all entrances and pathways.

Continuation of specifically targeted programmes for people with:
Disabilities -New Directions and Tautoko Centre
English as a Second Language – Basic English Skills and ESOL

Continuation of re-entry to tertiary education courses and community courses.

Certificate in Basic Manufacturing (telecommunications) targeted at long term unemployed people.

STAR programmes run to assist secondary school students to engage in further education.